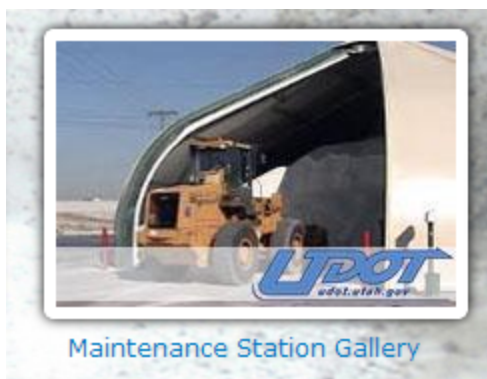
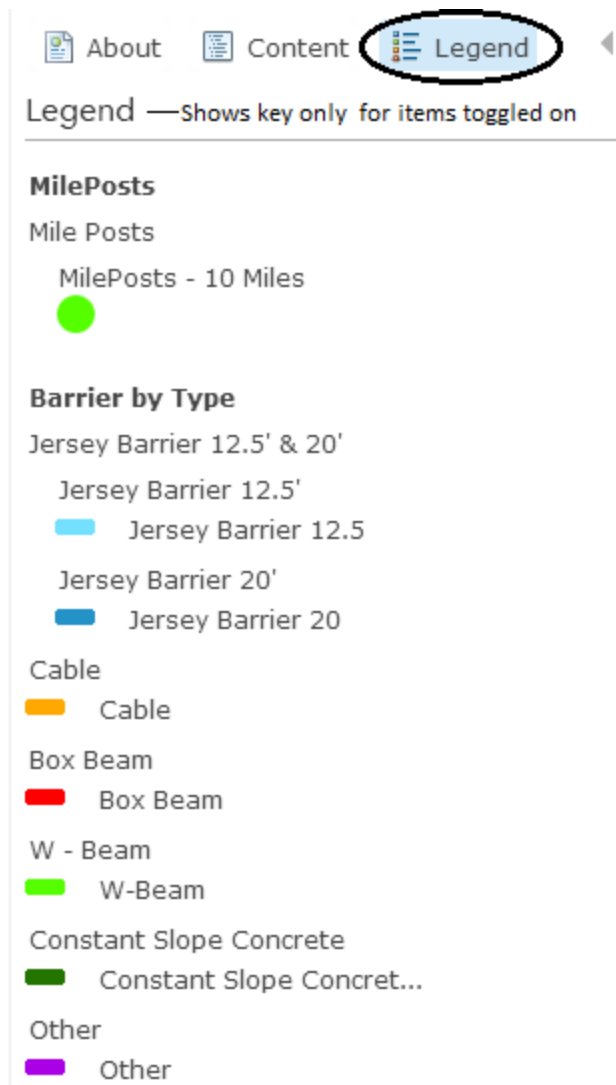
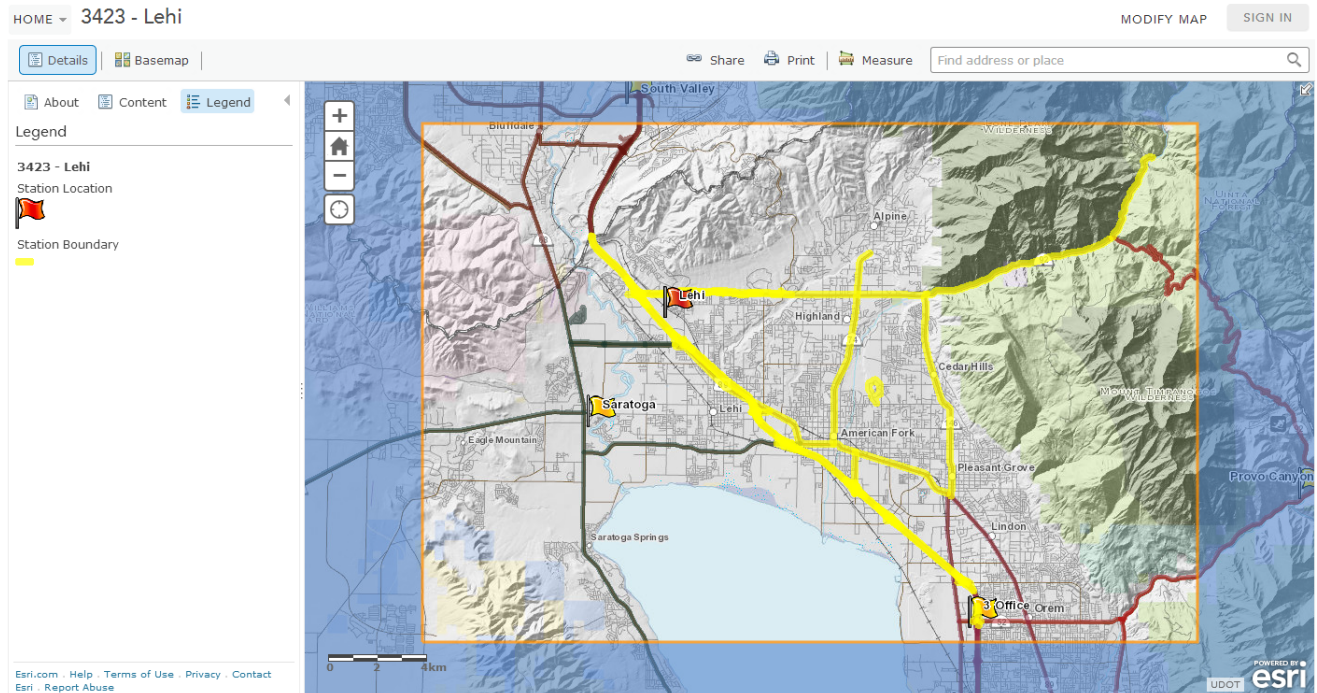


# UPlan Tutorial



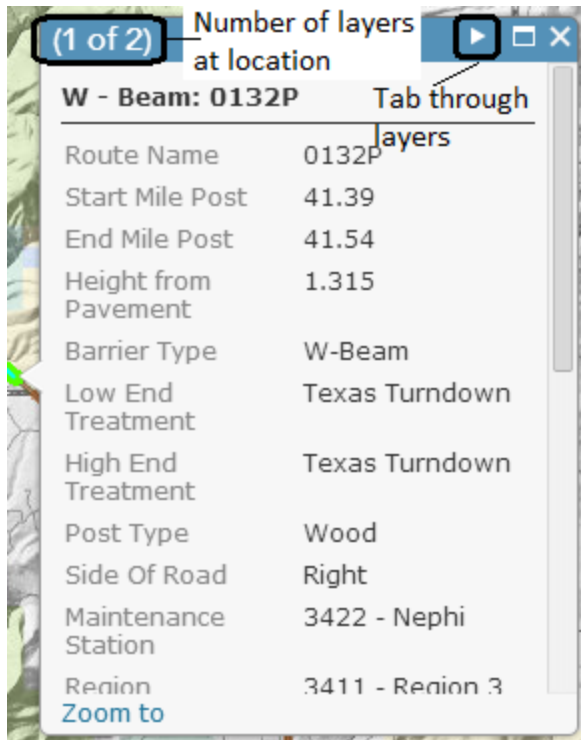
Scroll through the different maps. Feel free to try out any of the maps. "Maintenance Station Gallery" has a map for each station.

Once you select a map, it will display as below.

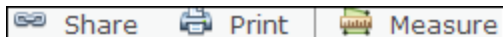


Legend shows a description for items toggled on. To change the items selected, select “Content”.

If you select a mark on the map, an information summary pops up as shown below.

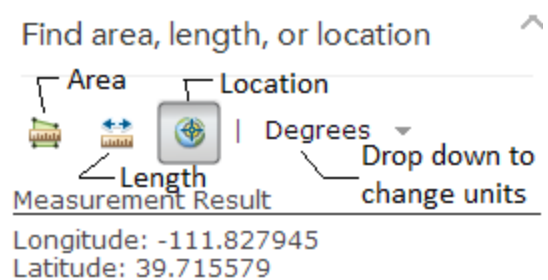


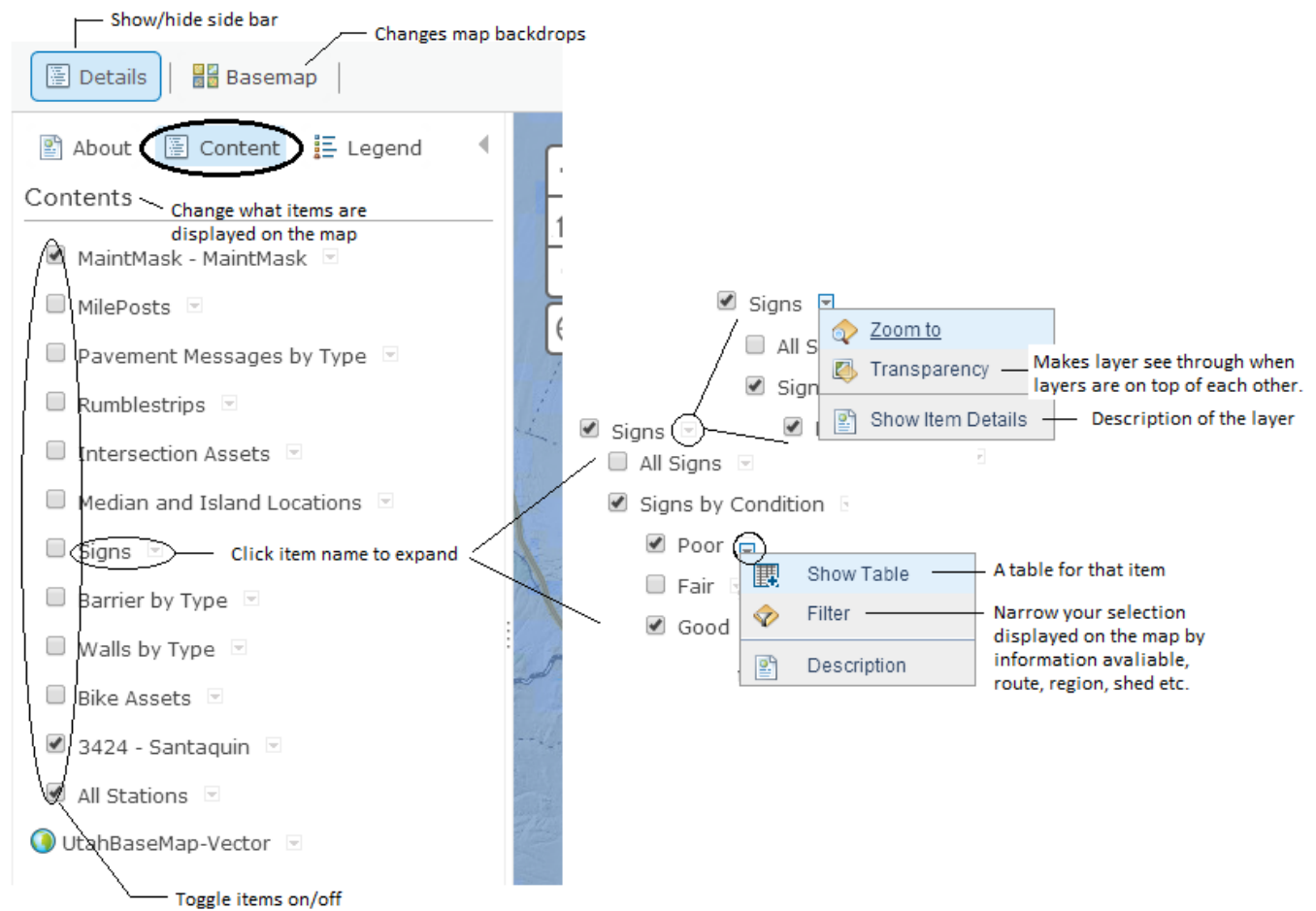
In the top center above the map are three options:



**Share** provides a web address to the map. **Print** makes a screenshot of the map onto a new tab. If you right click the image on the new tab, you can copy, save or print the image.

**Measure** give the option of calculating the area, measuring a length or finding a location.





The main item has to be toggled on for any of the subcategories to appear on the map.

The screenshot shows a 'Filter: Signs - Poor' dialog box. At the top, there is a 'Create' tab. Below it, a section titled 'Display features in the layer that match' has a dropdown menu with 'All' selected. To the right of this section are two buttons: '+ Add another expression' (circled with a red '1') and 'Add a set'. Below the dropdown, there is a filter expression: 'Backing Type' (circled with a red '3') followed by 'is' (circled with a red '4'). To the right of 'is' is a dropdown menu with 'All' selected (circled with a red '2'). Below this, there are three radio buttons: 'Value' (selected, circled with a red '5'), 'Field', and 'Unique'. To the right of these radio buttons is a red 'X' icon (circled with a red '6'). Below the first filter expression, there is a section titled 'Any of the following expressions in this set are true' (circled with a red '7'). This section contains two identical filter expressions, each with 'Backing Type' (circled with a red '3'), 'is' (circled with a red '4'), and a dropdown menu with 'Any' selected (circled with a red '7'). To the right of each filter expression in this set are three radio buttons: 'Value' (selected), 'Field', and 'Unique'. To the right of the second filter expression in this set is a red 'X' icon (circled with a red '8') and a plus icon. At the bottom of the dialog, there is a blue 'APPLY FILTER' button (circled with a red '9') and a 'CLOSE' button.

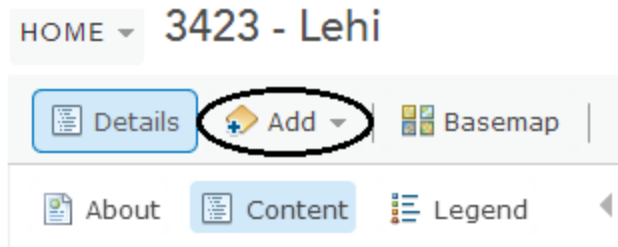
1. An expression vs a set: Adds either a single filter or a filter set.
2. All vs Any: All – displays only items that meet the requirements for each of the filters. Any - Displays items if they meet one or more of the filter requirements. Any is convenient to use when you are using several filter sets.
3. Is a drop down of all the available categories to filter for that layer.
4. Filter according to \_\_\_\_ (drop down).
5. **Value** you type in and is good for “starts with” from step 4 because you can select part of a name. **Unique** provides a drop down of all available options.
6. Deletes filter
7. Similar to point 2, this allows you to select “All” or “Any” for the set. This is convenient for selection a route, mile post at least and mile post less than. If you select “All” and this information, it will only return information that falls on that route between those mile posts. Any in a set can be used to create an “or statement” (filter for this or this) when the main (2) is set to All and the filter set (7) is set to Any.
8. Add another filter to the set or delete the whole set. Red Xs appear to the right of each filter when there are 3 or more filters in a set.
9. Select “Apply Filter” when ready to apply the filters otherwise select “close” to cancel the filter changes. “Apply Filter” will be grayed out until all filters are either fill out completely or deleted.

A close-up of the filter dropdown menu. The menu is open, showing a list of filter options: 'is', 'is not', 'starts with', 'ends with', 'contains', and 'does not contain'. The 'is' option is selected, and a red '(4)' is next to it.

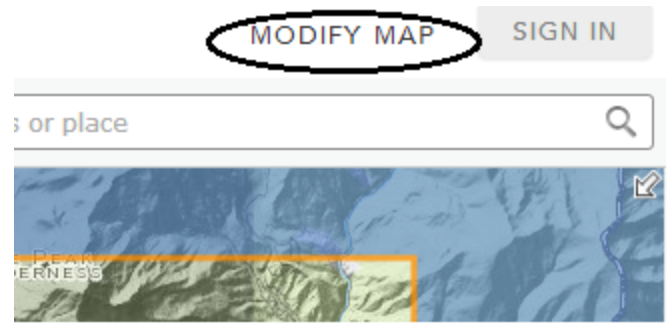
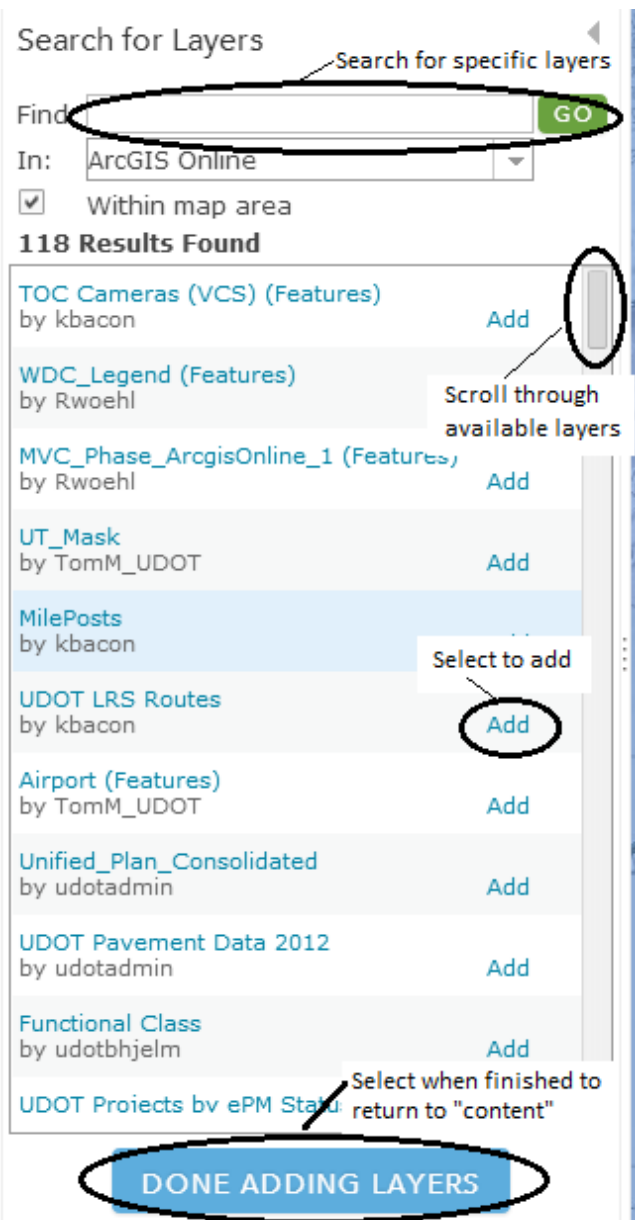


Select "Modify Map" in the upper right hand corner to temporarily add additional layers to the map.

Note: If it is a layer you use often, contact us and we can permanently add it to a layer or create you a different map.

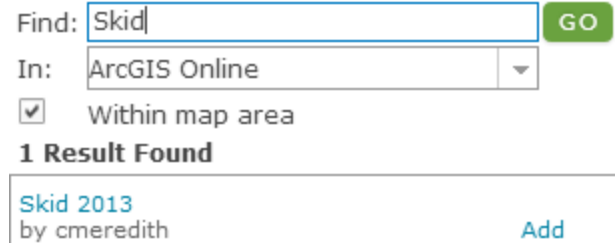


- For most things you'll use "Search for Layers" under the "Add" tab is the one you'll want to use.



- Once "Modify Map" is selected, an "Add" tab appears in the top left corner.

### Search for Layers



- When searching, there may be only one option or multiple options – which it is currently being cleaned up to provide the best option.

